

Secretary of State
Local Records Unit
Margaret Cross Norton Bldg.
Springfield, Illinois 62756
Telephone (217) 782-7076

Local Records Commission
Of Cook County, Illinois

Application No. 19:008C

APPLICATION FOR AUTHORITY TO
DISPOSE OF LOCAL RECORDS

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AGENCY

East Maine School District #63

ADDRESS

10150 Dee Road

CITY

Des Plaines

ZIP

60016

PHONE

(847) 299-1900

I hereby request authority to dispose of local government records according to the schedule below. I certify that any microfilm or digitized copies will be made in accordance with the standards of the Local Records Commission of Cook County and will be adequate substitutes for the original records.

JORDI CAMPS

Signature of Agency Head

Asst. Supt. Of Buss. Services

MAY 1, 2019

Date

Approval:

Local Records Commission
of Cook County, Illinois
County Building – Room 801
Chicago, Illinois 60602
(312) 603-7832

Martha Martinez

Chairman

David Joens

Director, State Archives

June 11, 2019

Date

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF:

- After their individual retention period is complete,
- If they are correctly listed on a Records Disposal Certificate submitted to and approved by the Local Records Commission of Cook County thirty (30) days prior to disposal,
- Providing any local, state, and federal audit requirements have been met,
- As long, as they are not needed for any litigation either pending or anticipated.

THIS RECORDS RETENTION SCHEDULE DOES NOT RELIEVE LOCAL GOVERNMENT AGENCIES OF RETENTION REQUIREMENTS MANDATED BY OTHER STATE AND FEDERAL STATUTES AND/OR REGULATIONS. WHEN SUCH AN OBLIGATION DOES EXIST, THEN THE LONGER RETENTION PERIOD TAKES PRECEDENCE.

ANY RECORD ON THIS APPLICATION MAY BE MICROFILMED OR DIGITIZED AND THE RECORD DISPOSED OF IF THE RECORD IS MICROFILMED OR DIGITIZED IN ACCORDANCE WITH THE STANDARDS OF THE LOCAL RECORDS COMMISSION OF COOK COUNTY AND IF THE FILM OR DIGITIZED RECORD IS RETAINED FOR THE PRESCRIBED RETENTION PERIOD.

DISPOSAL OF RECORDS AFTER MICROFILMING OR DIGITIZING
MUST BE NOTED ON THE RECORDS DISPOSAL CERTIFICATE.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.

This application supersedes application
91:041C

Subject to statutory provisions, agencies may dispose of records authorized for destruction by the Commission after the agency has received an approved Records Disposal Certificate from the Local Records Commission of Cook County listing the records to be destroyed or disposed of.

All records, regardless of physical format or characteristics, that by state or federal statute, agency rule, or policy contain information that is confidential, must be physically destroyed in a manner that such information cannot be identified or retrieved.

**THIS DOCUMENT ALONG WITH ALL RECORDS DISPOSAL
CERTIFICATES IS TO BE RETAINED PERMANENTLY.**

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Item No.	Record Series Title, Description and Recommendation
1.	<p><u>APPLICATIONS FOR AUTHORITY TO DISPOSE OF LOCAL RECORDS AND LOCAL RECORDS DISPOSAL CERTIFICATES</u></p> <p>Dates: 1991- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
2.	<p><u>ACCOUNTS PAYABLE AND RECEIVABLE (INCLUDES PURCHASE ORDERS)</u></p> <p>Dates: 2012- Volume: 75 Cubic Feet Annual Accumulation: 10 Cubic Feet Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
3.	<p><u>ADMINISTRATIVE FILES AND MISCELLANEOUS CORRESPONDENCE, INCLUDING EMAIL CLASSIFIED AS GENERAL CORRESPONDENCE AND NOT RELATED TO ANOTHER RECORDS SERIES, REFERENCE MATERIALS, PUBLICATIONS, ETC.</u></p> <p>Dates: 2018- Volume: 2 Cubic Feet/2 MB Annual Accumulation: 1 Cubic Feet/1 MB Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>
4.	<p><u>ANNUAL STATEMENT OF AFFAIRS</u></p> <p>Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>

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5. APPLICATIONS FOR EMPLOYMENT AND SUPPORTING DOCUMENTS

Dates: 2017-
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain solicited applications and supporting documents for two (2) years from date of the application, then dispose of. Retain unsolicited applications and supporting documents for one (1) year from date of the application, then dispose of.

6. APPLICATIONS FOR USE OF SCHOOL DISTRICT FACILITIES

Dates: 2017-
Volume: 1 Cubic Feet
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for two (2) years following completion of terms of usage, then dispose of.

7. APPRAISAL REPORTS

Dates: 2016-
Volume: Negligible
Annual Accumulation: Negligible
Arrangement: Chronological

Recommendation: Retain for three (3) years following supersedence by a new appraisal, then dispose of.

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8.	<p><u>ASBESTOS REMOVAL RECORDS</u></p> <p>Dates: 1987- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
9.	<p><u>AUDIT REPORTS/CAFR</u></p> <p>Dates: 1979- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each audit report permanently. Retain duplicate audits for one (1) year, then dispose of.</p>
10.	<p><u>BACKFLOW AND BOILER INSPECTIONS</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
11.	<p><u>BIDS, SPECIFICATIONS AND PROPOSALS</u></p> <p>Dates: 2009- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain <u>successful bids</u> for ten (10) years after terms of the related contract are complete, then dispose of. Retain <u>unsuccessful bids</u> for three (3) years after rejection, then dispose of.</p>

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12.	<p><u>BOARD AND ADMINISTRATIVE POLICIES AND PROCEDURES</u></p> <p>Dates: 2002- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy of each permanently.</p>
13.	<p><u>BOARD PACKETS</u></p> <p>Dates: 2001- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one copy of each permanently.</p>
14.	<p><u>BOND RECORDS</u></p> <p>Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain bond records transcripts, resolutions and certifications permanently. Retain other records (sale/purchase/agreements, etc.) in this series for ten (10) years after final redemption, then dispose of. Retain payment coupons for seven (7) years after cancellation, due date or redemption, then dispose of.</p>

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15.	<p><u>BUDGETS AND/OR BUDGET WORKSHEETS (INCLUDES TAX LEVYS)</u></p> <p>Dates: 2012- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain budgets for seven (7) years, then dispose of. Retain budget worksheets for two (2) years following approval of budget, then dispose of. Copies: retain until usefulness of record is complete, then dispose of. Retain Tax Levy for seven (7) years, then dispose of.</p>
16.	<p><u>BUILDING PLANS AND SPECIFICATIONS</u></p> <p>Dates: 2001- Volume: 20 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently or for one (1) year after sale of property</p>
17.	<p><u>BUILDING AND PLAYGROUND INSPECTION RECORDS</u></p> <p>Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
18.	<p><u>CLASS LIST/ROSTERS (INCLUDES SPORT ROSTERS)</u></p> <p>Dates: 2007- Volume: 5 Cubic Feet Annual Accumulation: ½ Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>

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19.	<p><u>COLLECTIVE BARGAINING RECORDS</u></p> <p>Dates: 1975- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy of each collective bargaining agreement permanently. Retain supporting documentation for fifteen (15) years, then dispose of.</p>
20.	<p><u>COMPREHENSIVE AND DISASTER PLANS</u></p> <p>Dates: 2011- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until superseded, then dispose of.</p>
21.	<p><u>CONSTRUCTION RECORDS</u></p> <p>Dates: 2001- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain construction plans, drawings, and specifications permanently. Retain other records for ten (10) years following completion of project, then dispose of.</p>
22.	<p><u>CONTRACTS, LEASES AND AGREEMENTS FOR GOODS OR SERVICES</u></p> <p>Dates: 2009- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain contracts and contract renewals for ten (10) years after termination or completion of the terms of the contract, agreement, or lease, then dispose of. Copies: retain for two (2) years, then dispose of.</p>

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23.	<p><u>CURRICULUM DEVELOPMENT RECORDS</u></p> <p>Dates: 2014- Volume: 3 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years following adoption or curriculum, then dispose of.</p>
24.	<p><u>DISTRICT BULLETINS, NEWSLETTERS, ETC.</u></p> <p>Dates: 1998- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy of each permanently.</p>
25.	<p><u>DISTRICT OWNED PROPERTY RECORDS</u></p> <p>Dates: 1930- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently or for one (1) year after sale of property.</p>
26.	<p><u>ELECTION RECORDS</u></p> <p>Dates: 2018- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of.</p>

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27.	<p><u>ELEVATOR INSPECTIONS</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
28.	<p><u>EMERGENCY GENERATOR WEEKLY TEST LOGS</u></p> <p>Dates: 2000- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
29.	<p><u>EMPLOYEE'S REIMBURSEMENTS</u></p> <p>Dates: 2015- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
30.	<p><u>EQUAL EMPLOYMENT OPPORTUNITY REPORTS</u></p> <p>Dates: 2010- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>

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31.	<p><u>EQUIPMENT MAINTENANCE RECORDS</u></p> <p>Dates: 2001- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain until equipment is sold, traded, or junked, then dispose of.</p>
32.	<p><u>FILTER CHANGE LOGS (TRIMESTER CHANGE RECORDS)</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>
33.	<p><u>FINANCIAL REPORTS/RECORDS</u></p> <p>Dates: 2012- Volume: 5 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>This record series consists of:</p> <ol style="list-style-type: none">1. General fund2. Student activity fund3. Bank statements and deposits4. Imprest fund5. Cash receipts6. Accounts payable/receivable7. Flex fund, etc. <p>Recommendation: Retain monthly reports for two (2) years, then dispose of. Retain annual reports for seven (7) years, then dispose of.</p>

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34.	<p><u>FIRE AND SAFETY DRILL REPORTS</u></p> <p>Dates: 2006- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
35.	<p><u>FREEDOM OF INFORMATION ACT REQUESTS AND DENIALS</u></p> <p>Dates: 2005- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years after filing date, then dispose of, provided no review is pending with the Attorney General's Public Access Counselor.</p>
36.	<p><u>GOALS AND OBJECTIVES OF THE SCHOOL DISTRICT</u></p> <p>Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Until updated.</p>
37.	<p><u>GRADUATION PROGRAMS/LISTS</u></p> <p>Dates: 2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain one (1) copy of each permanently.</p>

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38.	<p><u>GRANT RECORDS</u></p> <p>Dates: 2016- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following date of final expenditure report, then dispose of.</p>
39.	<p><u>ILLINOIS MUNICIPAL RETIREMENT FUND RECORDS</u></p> <p>Dates: 2012- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain designation of beneficiary forms until superseded by new designation or until terminated employee's 78th birthday, whichever occurs first, then dispose of. If employee has not retired by age 78, retain designation of beneficiary for ten (10) years after termination of employee, then dispose of. Retain all other records within this record series for seven (7) years, then dispose of.</p>
40.	<p><u>IN-SERVICE TRAINING AND STAFF DEVELOPMENT RECORDS</u></p> <p>Dates: 2008- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>

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41.	<p><u>INSPECTIONS</u></p> <p>Dates: 2007- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These inspections are for:</p> <ol style="list-style-type: none">1. Sprinklers2. Fire Alarms3. A.E.D.'s4. Kitchen hood suppression, etc. <p>Recommendation: Retain for two (2) years, then dispose of.</p>
42.	<p><u>INSURANCE POLICIES AND CLAIMS</u></p> <p>Dates: 2011- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain policies that cover sexual misconduct for sixty (60) years, then dispose of. Retain policies that cover personal injuries to minors for twenty (20) years after expiration of policy, then dispose of. Retain other policies for seven (7) years after expiration of policy and retain claims for seven (7) years after settlement of claim, then dispose of.</p>

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43.	<p><u>INSURANCE RECORDS</u></p> <p>Dates: 2011- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This series consists of: 1. Statements of value 2. Certificates of insurance 3. Renewal notices 4. Changes in coverage, etc.</p> <p>Recommendation: Retain for three (3) years following cancellation or expiration of related policy, then dispose of.</p>
44.	<p><u>JOB DESCRIPTIONS</u></p> <p>Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years following supersedence, then dispose of.</p>
45.	<p><u>LIABILITY WAIVERS (FOR EVENTS, CONTRACTORS, ETC.)</u></p> <p>Dates: 2017- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for three (3) years, then dispose of.</p>
46.	<p><u>LIFE SAFETY RECORDS</u></p> <p>Dates: 1990- Volume: 9 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>

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47.	<p><u>MATERIAL SAFETY DATA SHEETS</u></p> <p>Dates: 2007- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for ten (10) years after the product is no longer used or stored in the workplace, then dispose of.</p>
48.	<p><u>MINUTES AND AGENDAS</u></p> <p>Dates: 1941- Volume: 4 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain originals permanently.</p>
50.	<p><u>NURSES'S DRUG DISPENSING AND SIGN IN/OUT LOGS</u></p> <p>Dates: 2008- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for six (6) years from date of last entry, then dispose of.</p>
50.	<p><u>O.S.H.A. REPORTS/RECORDS</u></p> <p>Dates: 2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain reports for thirty (30) years, then dispose of. Retain logs for five (5) years, then dispose of.</p>

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51.	<p><u>OPEN MEETINGS ACT CERTIFICATIONS OF COMPLETION OF TRAINING AND OPEN MEETINGS ACT CERTIFICATES OF COURSE COMPLETION</u></p> <p>Dates: 2013- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain records of designees and elected or appointed officials required to be tested annually for five (5) years after completion of training, then dispose of. Retain records of other elected or appointed officials for five (5) years after leaving office, then dispose of.</p>
52.	<p><u>PARENTAL CONSENT/CONCUSSION PROTOCOL FORMS FOR STUDENTS SPORTS PARTICIPATION</u></p> <p>Dates: 2018- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
53.	<p><u>PAYROLL RECORDS</u></p> <p>Dates: 2012- Volume: 10 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain Year End individual earnings records for sixty (60) years or until terminated employee's seventy-eighth (78) birthday, whichever occurs first, then dispose of. If the employee has not retired by age seventy-eight (78), retain individual earnings records for ten (10) years after termination of employment, then dispose of.</p> <p>If the employee is deceased retain for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated. If litigation is pending retain</p>

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until conclusion of all judicial action
(including appeals), then dispose of.
Retain all others for seven (7) years, then
dispose of.

54.

PERSONNEL FILES

Dates: 1959-
Volume: 20 Cubic Feet
Annual Accumulation: 3 Cubic Feet
Arrangement: Alphabetical and Chronological

This record series consists of:

1. Evaluations
2. Salary notification sheets
3. Background checks
4. Teacher's contracts
5. Employee attendance/time off
6. Authorized deductions, etc.

Recommendation: Retain individual work and salary history records for sixty (60) years or until terminated employee's seventy-eighth (78th) birthday, whichever occurs first, then dispose of.
If the employee has not retired by age seventy-eight (78), retain the work and salary history records for ten (10) years after termination of employment, then dispose of.
If the employee is deceased retain entire file for five (5) years after date of death, then dispose of provided no litigation is pending or anticipated.
If litigation is pending, retain until conclusion of all judicial action (including appeals), then dispose of.
Retain all other records and supporting documents within this record series that are not covered under another record series for seven (7) years from date of generation, then dispose of.

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55.	<p><u>PRE-SCHOOL SCREENING FILES</u></p> <p>Dates: 2016- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year after results are transferred to students permanent health record, then dispose of.</p>
56.	<p><u>PROPERTY TAX APPEALS, OBJECTIONS AND COMPLAINTS</u></p> <p>Dates: 2018- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for three (3) years following settlement, then dispose of.</p>
57.	<p><u>REDUCTION FORCE SURVEYS</u></p> <p>Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
58.	<p><u>REFERENDUM RECORDS</u></p> <p>Dates: 2000- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for one (1) year, then dispose of records no longer possessing any further administrative, fiscal, legal, and/or historical value.</p>

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59.	<p><u>REQUESTS FOR FIELD TRIPS AND PERMISSION SLIPS</u></p> <p>Dates: 2006- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
60.	<p><u>SALARY AND WORK SCHEDULES</u></p> <p>Dates: 1966- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain salary schedules permanently. Retain work schedules for two (2) years, then dispose of.</p>
61.	<p><u>SCHOOL BOUNDARY MAPS</u></p> <p>Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
62.	<p><u>SCHOOL BULLETINS</u></p> <p>Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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63.	<p><u>SCHOOL CONSOLIDATION RECORDS</u></p> <p>Dates: 1989- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain permanently.</p>
64.	<p><u>SCHOOL LUNCH PROGRAM</u></p> <p>Dates: 2016- Volume: 3 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>This record series consists of:</p> <ol style="list-style-type: none">1. Claims for reimbursements2. Direct certification reports3. Free and reduced price applications, etc. <p>Recommendation: Retain for five (5) years, then dispose of.</p>
65.	<p><u>SCHOOL YEARBOOKS/PRINCIPAL ALBUMS</u></p> <p>Dates: 1963- Volume: 10 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain one (1) copy of each permanently.</p>
66.	<p><u>SENIORITY LISTS</u></p> <p>Dates: 1984- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years after revision, then dispose of.</p>

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Item No.	Record Series Title, Description and Recommendation
67.	<p><u>SPECIAL EDUCATION STUDENT TEMPORARY RECORDS</u></p> <p>Dates: 2014- Volume: 60 Cubic Feet Annual Accumulation: 10 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Student special education records may be disposed of five (5) years after graduation or permanent withdrawal of the student. The parent must be notified prior to disposition. Information, which may be of continued assistance to the student, may be transferred to the parent or the student if the student has succeeded to the rights of the parent.</p>
68.	<p><u>STATE AID CLAIMS FOR REIMBURSEMENTS</u></p> <p>Dates: 2015- Volume: 2 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>These are for:</p> <ol style="list-style-type: none">1. Housing2. Mileage3. Students4. Employees5. Transportation, etc. <p>Recommendation: Retain for three (3) years, then dispose of.</p>
69.	<p><u>STATE AND FEDERAL TAX REPORTS AND STATEMENTS (W-2'S, W-3'S, W-4'S, IL-941'S, IL-1099'S, ETC.)</u></p> <p>Dates: 2000- Volume: 25 Cubic Feet Annual Accumulation: 1 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain W-4's for five (5) years after termination of employment or until W-4 is superseded by a new W-4, then dispose of. Retain all other tax forms in this record series for seven (7) years, then dispose of.</p>

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Item No.	Record Series Title, Description and Recommendation
70.	<p><u>STATE REPORTS AND SUPPORTING DOCUMENTATION</u></p> <p>Dates: 2018- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for five (5) years, then dispose of.</p>
71.	<p><u>STATE VISITATION REPORTS (ISBE, DCFS, ETC.)</u></p> <p>Dates: 2018- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
72.	<p><u>STUDENT FEE WAIVERS</u></p> <p>Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

Item No.	Record Series Title, Description and Recommendation
73.	<p><u>STUDENT PERMANENT RECORDS</u></p> <p>Dates: 1959- Volume: 45 Cubic Feet Annual Accumulation: 5 Cubic Feet Arrangement: Chronological and Alphabetical</p> <p>This record series consists of:</p> <ol style="list-style-type: none"> 1. Permanent record cards 2. Health records 3. Requests for students records 4. Attendance records 5. Basic identifying information, etc. <p>Recommendation: Student permanent records: Retain for no less than sixty (60) years after the student has transferred, graduated, or otherwise permanently withdrawn from the school. Parents must be notified of the destruction schedule for student permanent records.</p>
74.	<p><u>STUDENT REGISTRATION AND ENROLLMENT RECORDS</u></p> <p>Dates: 2014- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>

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Item No.	Record Series Title, Description and Recommendation
75.	<p><u>STUDENT TEMPORARY RECORDS</u></p> <p>Dates: 2014- Volume: 95 Cubic Feet Annual Accumulation: 10 Cubic Feet Arrangement: Chronological</p> <p>This record series consists of:</p> <ol style="list-style-type: none">1. Hearing and vision annual reports2. IEP's3. Student accident reports4. Release of records forms5. Results of state assessments, etc. <p>Recommendation: Retain for not less than five (5) years after student has transferred, graduated, or otherwise withdrawn from the school. Parents must be notified before the disposal of any Student Temporary Records.</p>
76.	<p><u>SUBSTITUTE TEACHERS LISTS</u></p> <p>Dates: 2001- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
77.	<p><u>SUMMER SCHOOL PROGRAM RECORDS</u></p> <p>Dates: 2016- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>This record series consists of:</p> <ol style="list-style-type: none">1. Class lists2. Lesson plans3. Test scores, etc. <p>Recommendation: Retain for three (3) years, then dispose of.</p>

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Item No.	Record Series Title, Description and Recommendation
78.	<p><u>TAX EXEMPTION CERTIFICATES</u></p> <p>Dates: 2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years, then dispose of.</p>
79.	<p><u>TEACHER'S RETIREMENT SYSTEM RECORDS</u></p> <p>Dates: 2012- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain verification of service record, days worked reports, and affidavits (school officer, sick leave credit, substitute service, etc.) for sixty (60) years or until terminated employee's seventy-eighth (78) birthday, whichever occurs first, then dispose of. If employee has not retired by age seventy-eight (78), retain service record, days worked reports, and affidavits for ten (10) years after termination of employment, then dispose of. Retain all other records contained in this record series for seven (7) years, then dispose of.</p>
80.	<p><u>TIME RECORDS (SICK, VACATION, OVERTIME, LEAVES, COMPENSATORY, SWIPE RECORDS, SIGN IN/OUT ECT.)</u></p> <p>Dates: 2006- Volume: 8 Cubic Feet Annual Accumulation: 2 Cubic Feet Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years then dispose of provided the information has been transferred to the employee's work history, then dispose of.</p>

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81.	<p><u>UNEMPLOYMENT CLAIM RECORDS</u></p> <p>Dates: 2012- Volume: 1 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years, then dispose of.</p>
82.	<p><u>U.S. IMMIGRATION AND NATURALIZATION SERVICES FORM I-9 EMPLOYMENT ELIGIBILITY VERIFICATION FORMS</u></p> <p>Dates: 1986- Volume: ½ Cubic Feet Annual Accumulation: Negligible Arrangement: Alphabetical</p> <p>Recommendation: If person is employed for less than three years, retain for three (3) years after date of hire, then dispose of. If person is employed for three years or longer, then retain for one (1) year after termination of employment, then dispose of.</p>
83.	<p><u>VISITOR AND STUDENT SIGN IN/OUT LOGS</u></p> <p>Dates: 2015- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for two (2) years from date of last entry, then dispose of.</p>

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84.	<p><u>WORKER'S COMPENSATION RECORDS/CLAIMS</u></p> <p>Dates: 2012- Volume: 5 Cubic Feet Annual Accumulation: Negligible Arrangement: Chronological</p> <p>Recommendation: Retain for seven (7) years following settlement of claim, then dispose of.</p>
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